

**Vermont State Workforce Development Board
Training and Credentialing Work Group
Meeting Agenda
February 14, 2019, 9:00 – 11:00 am
Center for Achievement in Public Service, Montpelier, VT**

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| 9:00 am | Start-up <ul style="list-style-type: none">• Review agenda, purpose and ground rules |
| 9:10 am | Review draft definition for credential of value (see below) <ul style="list-style-type: none">• Brief overview of process used to develop definition• Break out into subgroups to generate feedback<ul style="list-style-type: none">○ What elements of the definition do you like?○ What elements of the definition don't you like?○ How would you improve it?• Report out |
| 9:35 am | Discuss options for credential management <ul style="list-style-type: none">• Recap decisions from last meeting• "Walk" the process to answer key questions:<ul style="list-style-type: none">○ What is the purpose of the list?○ Who will use the list?○ How will the list be accessed?○ What information will be on the list?○ What is the process for getting on the list and who's involved?○ What is the process for staying on the list who's involved?○ What is the process for coming off the list who's involved?○ Who will manage the list (i.e. communications, updates, documentation?) |
| 10:45 am | Wrap up and next steps |
| 11:00 am | Adjourn |

Draft definition of a "credential of value":

A credential of value is an educational certificate, occupational license, registered apprenticeship or industry-recognized certification granted by an accrediting body. It is a means of verifying skills and competencies and has value in the job market. Preferably, a credential is stackable, transferable, portable and accessible for participants.

Other questions to consider:

1. Applicability from a data perspective?
2. What does "value" mean?
3. Should the "preferable" items and/or other items from the brainstorm become criteria for the approval process rather than definitional terms?

**Vermont State Workforce Development Board
Training and Credentialing Work Group
Stakeholder Engagement Meeting Minutes
February 14, 2019
9:00 – 11:00 am
Center for Achievement in Public Service, Montpelier, VT**

Work Group members in attendance: Hugh Bradshaw, Kim Bushey, Marilyn Cargill, Maureen Hebert, Jay Ramsey, Mary Anne Sheahan, and Joe Teegarden

Guests in attendance: Mat Barewicz, Sarah Buxton, Robin Castle, Tom Cheney, Chad Daniels, Jason Gingold, Zach Hatch, Eileen Illuzzi, Justin Kenney, Tiffany Keune, Steve Lutton, Ann Nygard, Sophia Yager, and John Young

Guests in attendance by phone: Alex Beck

The meeting was called to order at 9:00 am. Work Group members and guests introduced themselves and meeting facilitator Justin Kenney reviewed the agenda and ground rules.

Co-Chair Jay Ramey presented the Work Group's final draft definition for "credential of value":

"A credential of value is an educational certificate, occupational license, registered apprenticeship or industry-recognized certification granted by an accrediting body. It is a means of verifying skills and competencies and has value in the job market. Preferably, a credential is stackable, transferable, portable and accessible for participants."

Mr. Ramsey explained that the Work Group identified critical elements in a definition for "credential of value" (Appendix A) and drafted three versions (Appendix B) that were compiled into a final draft definition.

Work Group members and guests broke into small groups to provide feedback on the final draft definition (Appendix C). The Work Group will create a final definition based on this feedback to be presented at the Work Group's next meeting on February 25, 2019. This final definition will become the Work Group's formal recommendation to the future standing committee.

Mr. Kenney then led Work Group members and guests in a process mapping exercise to determine how applicants might apply for a credential of value to be reviewed and approved by the future standing committee of the SWDB and how a list of approved credentials will look and be accessed. See Appendix D for a *draft* outline of this process.

The Work Group and guests will convene for a second stakeholder engagement meeting on February 25, 2019 to review the final "credential of value" definition and a more robust process outline.

The meeting adjourned at 11:15 am.

Respectfully Submitted by Dustin Degree.

Dustin Degree, Executive Director, Vermont State Workforce Development Board

APPENDIX A: Critical elements in a definition of “credential of value”

- Accessibility/Barrier Reduction/Equity
 - Accessibility: disability, language, income, etc. vs. availability, on/off ramps, etc.
- Skills/Competencies: readiness, knowledge base
- Summative/Informative Assessment: measurable, standards, qualification, portfolio, verification, achievement, mastery
- Quality Control: third party, accreditation, verification
- Vetted/Approved
- Evidence: license, certification, registration, educational certificate, degree,
- Industry-Recognized
- In Demand/Demand-Driven: job market value, responsive,
- Transferable Skills
- Portable Certifications: mobility
- Informed by State Priorities: alignment with priority sectors/occupations, qualifiable for financial aid, individual/business investment and value, consumer protection,
- Stackable
- Multiple Pathways: career pathway, apprenticeship, traditional/non-traditional, flexibility, etc.

APPENDIX B: Three versions of “credential of value” definition

- Definition #1: Credentials of value are accessible, stackable, transferable, recognized at the state or federal level, and/or have job market value, and verify an individual’s competence in technical or occupational skills.
- Definition #2: A credential of value is an educational certificate, occupational license, industry-recognized certification or apprenticeship, granted by an accredited body, that verifies an individual’s competence or skills. Credentials of value must have value in the regional job market and preferably are stackable, transferable and portable.
- Definition #3: A credential of value offers both individuals and businesses a means of verifying skills, competencies, relevance and opportunity for achievement and advancement along career pathways within industries/sectors of the Vermont economy. A credential of value is aligned with and informed by various stakeholders and workforce priorities and may take the form of an educational certificate, occupational license, registered apprenticeships or industry-valued/-recognized certification that one portable, transferable, and may be stackable.

APPENDIX C: Small group feedback re “credential of value” definition

- Add degree to first sentence
- Last sentence is key
- Sub “relevance” for “value” in the job market
- “accrediting body”- what does that mean, who decides that, maybe sub “third party accreditation”?
- Do we need “regional” in the job market description?
- Does badging deserve consideration?
- Does educational certificate encompass diploma, degree, etc.- consumer concern
- “value in the job market” how is that measured?
- Wanted the definition to be broad
- Does the last sentence belong in the definition or in an ancillary set of criteria?
- How is valued measured?
- “accrediting body”- does that need to be explicitly stated?
- “value in the job market”- broaden to encompass more educational/employment opportunities?
- Does regionality need to be added?
- “employer value in the current and/or future job market”?
- Maybe “lead to a degree” vs “degree”

APPENDIX D: Draft outline of credential of value review and approval process

1. Applicant (employer, CTE director, educational institution, etc.) goes to VDOL, AOE, or SWDB's website
2. Applicant completes an online application (webform). Application includes a "firewall" in the form of letters of support to prevent the submission of frivolous applications. Possible application questions:
 - a. Contact info
 - b. Name of credential
 - c. Industry
 - d. Age groups served
 - e. Eligibility/prerequisites
 - f. Cost
 - g. Evaluation process
3. Submitted application is sent to a shared VDOL/AOE inbox
4. Administrative check for missing information
5. Joint panel (VDOL, AOE, CTE, higher ed, industry experts, etc.) reviews applications on a regular basis (bi-monthly or monthly) and make a recommendation based on a set of criteria
6. Standing Training and Credentialing Committee of the SWDB reviews the joint panel's recommendation and approves or denies the credential
7. If approved, the full SWDB gives a consent vote on the credential
8. VDOL adds approved credential of value to an official list that is published on relevant websites

Outstanding process questions:

- Criteria for joint panel/standing committee review
- Appeals process
- Process for employers to submit "home grown" credentials
- Structure of the list/where it lives
- How to continually review the list for outcomes